

Z  
732  
M6  
A4

DEC 10 1942

# MINNESOTA LIBRARIES



## 50TH M. L. A. CONFERENCE

Editorials .....	351
Information—The Strength of Democracy... <i>Hubert H. Humphrey</i>	353
Public Library Finance—The Trustee's Part..... <i>Carl Vitz</i>	357
Librarian and Library Board Responsibility..... <i>Frances M. Klune</i>	360
Library Budgets .....	<i>Alma M. Penrose</i> 363
50th Annual M. L. A. Conference.....	366
War Information Service.....	371
Salmagundi .....	372
Books and Pamphlets.....	374
Index to Volume XIII.....	376

---

Volume XIII

DECEMBER, 1942

Number 12

---

LIBRARY DIVISION  
DEPARTMENT OF EDUCATION  
STATE OF MINNESOTA  
ST. PAUL

## STATE BOARD OF EDUCATION

Mrs. Raymond M. Gould.....Minneapolis  
Julius Boraas.....Northfield  
J. B. Johnson.....Cambridge  
Mrs. W. C. Smith.....Duluth  
J. S. Siewert.....Windom

---

H. E. Flynn, *Commissioner of Education*

T. J. Berning, *Assistant Commissioner*

---

## LIBRARY DIVISION

Lee F. Zimmerman, *Director of Libraries*

Ruth M. Ersted, *Supervisor of School Libraries*

Agatha L. Lindner, *Librarian*

Marie D. Peck, *Reference Librarian*

Ardis I. Jensen, *Catalog Librarian*

---

MINNESOTA LIBRARIES is published quarterly by the Library Division, Minnesota Department of Education, St. Paul. Entered as Second Class Matter, October 19, 1911, at the Post Office at St. Paul, Minn., under the Act of July 16, 1894. Acceptance for mailing at special rate of postage, provided for in Section 1103, Act of October 3, 1917, authorized August 1, 1918.

Code XIII—A-1.

17

# MINNESOTA LIBRARIES

Volume 13

DECEMBER, 1942

Number 12

## *The 50th M. L. A. Conference*

The 1942 meeting of the Association was the most stimulating and satisfying ever to be held in the opinion of those in attendance. While it is correct to assume that a predisposing factor was the occasion of a 50th Anniversary, its success cannot be explained solely on that ground. There were other factors, clearly discernible, which set this meeting apart.

Of first importance was the tacit realization that America is in an all-out, total war, and that in these times of serious challenge the library has an enormously important task to perform. The Conference atmosphere was serious and restrained. Those present were receptive: eager for guidance and direction. There was an awareness of an old world dying and a new one in the making; a realization that the struggle against the enemy is likely to be a long, a hard, and a bitter one. It was obvious that librarians were anxious to have their libraries take an effective part in winning the war and in preparing their readers for the peace to follow.

The keynote of the Conference was sounded on the opening day by Mr. H. H. Humphrey in his dynamic, plain-spoken message to librarians on the war and their inescapable obligation in relation to it. This was followed up at the Public Library Section meeting next day with a further discussion of the same subject by Mr. H. J. Harmon, Miss Margaret Ludenia, and Miss Margaret Hannigan before a large, attentive gathering.

The program as a whole was well-conceived, properly balanced, stimulating. The speakers were excellent and did a notably competent job. They seemed to "take" all along the line. Certainly the officers of the Association deserve much credit for the successful planning of this program.

It is interesting to note that with only two exceptions all participants of the program were Minnesotans, most of whom had long and intimate contacts with libraries or, like Mr. Humphrey and Mr. Harmon, have had close working relations with public librarians throughout the state. In the opinion of this observer, the meeting this year was distinguished by, and perhaps because, of its local flavor.

The Conference climax occurred on the occasion of the banquet which brought to the speaker's table four eminent Minnesotans — President Coffey and Dean Blegen of the University; Miss Countryman and Miss Baldwin — who spoke on the human interest highlights of the library movement in Minnesota over the past fifty years.

A prevalent feeling that this Conference is the last one likely to be held for the duration and that those present, therefore, should make the most of this one, contributed — psychologically at least — to the general belief that this meeting was the most timely and useful in the Association's history. Whether this opinion is correct or otherwise, it is a fact that those who attended were enthusiastic and loud in their praise of the 50th Conference. It is one that will be long remembered and one which might be profitably studied by future officers who may have occasion to plan future programs and meetings.—L.F.Z.

## *Our War Job*

"In the present war . . . librarians . . . carry a responsibility such as they have never carried in our history . . . they are combatants from this time on," says Elmer Davis.

There is no doubt about what the responsibility is. We were eloquently told by speakers at the Milwaukee Conference. We have told ourselves in A. L. A. Council resolutions. The Office of Education Wartime Commission has told us . . . Elmer Davis, chief of the Office of War Information, tells us plainly and simply "to see to it that the people of this country have the facts before them."

This is a call to adult education with a magnificent purpose. We are asked to make a major contribution to the enlightenment of the American people on the main issues which call for decision. These issues are of such significance and the decisions concerning them of such importance, that what the free nations decide now may greatly influence the future history of the world.

There is of course no assumption that the task is ours alone. There is more than an assumption that unless we do our own particular part that part will not be done.

Industry, business, colleges, schools—all American institutions—are reorganizing themselves for war. Libraries must do no less. This means more than a change of emphasis, more than minor adjustments.

It means, I think, a better understanding by library staff members and library trustees of what the vital problems and issues are; greater familiarity with the insides of books, pamphlets, periodicals, and documents which deal sensibly with these problems and issues; and the development of new techniques for keeping problems and issues, as well as books, before the readers.

The careful selection of materials which such a program requires must be balanced by bold elimination or curtailment of what is unessential or possibly just less important at this moment. The same principles will apply to the curtailment or eliminations of certain services.

The task will challenge librarians all the more because it is not an easy one. It calls for creative imagination and ingenuity. It involves increased labor when staffs are being depleted. It may arouse some resentment on the part of readers who want their library service as usual. It will be disturbing to those who believe that the library should be a refuge from the war rather than a participant in it.

Some of the leaders among us—and they are to be found in all kinds of libraries of all sizes—have already demonstrated that the job can be done. Now that a call has come from the government, every librarian will respond.

Books can help to win the war. Elmer Davis is asking every librarian to give them their chance.—Carl Milam in *A. L. A. Bulletin*, October, 1942.

# Information — The Strength of Democracy

HUBERT H. HUMPHREY

*State Chief, War Services Section, Work Projects Administration*

This is indeed a unique occasion for me. An ordinary layman has been given the opportunity to talk about libraries and librarians in wartime. If it were not for my almost childish innocence of the wonders and pitfalls of library science, I should hesitate to speak, but as the old saying goes, "Fools enter where angels fear to tread."

I've always had an inexplicable respect for books and people who love good books. I've regarded librarians as the custodians and dispensers of our cultural heritage. That responsibility is of immeasurable importance even in times of peace; in days of war and social upheaval, the task is even more important. It behooves every person engaged in the library profession to reflect upon the duties that are theirs, and to resolve that in total war the cultural heritage of man's achievement shall become the storehouse of freedom.

It has been written that "Knowledge is power." Jesus of Nazareth said, "Seek ye the truth, and the truth shall make you free." With such pointed directives it becomes impossible to ignore the necessity of honest information — war information. A free and democratic people are essentially inquisitive. They ask "Why," they seek answers, and in their quest for information, become strong. In a war global in its scope, total in its intensity, the urgency of authentic information becomes compelling. After a generation of hoping for peace, and wishful thinking as to our own isolation, a war engulfs us. After the shock of military and economic mobilization, of defeats, of death and destruction, people search for the reason why it all happened. The library has the responsibility of fortifying the national morale by supplying the informational materials. Let there be no mistake about it, libraries are educational institutions, not mere

recreational parlors. Librarians are educators, not file clerks and book dusters.

That the world is again engaged in a war is immediate testimony of the weakness and inadequacy of men of good will. That America closed her eyes to the real meaning and danger of a militant and brutal Fascism demonstrates the failure of librarians and other leaders of the public will to adequately inform the ordinary citizen. We have been men of sand, when the times demanded men of steel. We have slept while our enemies worked overtime. The hour is late. If the victory is to be won, your civilization is to be saved, the men of democratic faith must move into action.

This war has been described as a "total war." Total in the sense that the military, economic, and ideological phases are all part of a total war effort. The enemy has not only mastered the art of integrating all three, but also has placed equal importance on each. Undoubtedly you do not lay claim to being military strategists or first-rate economists. These aspects of a nation at war belong to the generals and the economists. But ideas, ideology, and information are your weapons — your battleline.

Total war means that this is your war. It is the struggle of all the people. Everyone is important. Everyone must be a soldier. Nor can there be any "business as usual." If industry and government must convert to meet the needs of a war economy, then surely libraries and librarians can lay no claim to exemption. It would be well for us to remember that if Hitler and his puppets win this war, libraries and librarians will not be excluded from the viciousness of the conqueror. It is in Nazi Germany that books are being burned, that educators, clergymen, and librarians are being shot or



placed into concentration camps. Hitler knows that books expressing the unfettered will of free men are leaves of freedom. The Nazi autumn has its deadening effect — these leaves of freedom have been blown away from the tree of liberty. The attack on the mind and spirit is Fascism's most treacherous weapon.

Americans need to be informed as to the full meaning of a Fascist victory and Nazi conquest. Under the Fascist state, liberty becomes the right of the dictator to regiment the people; property becomes the sustaining reservoir of a military machine; life itself is as precarious as the will of the party. The gestapo, the Nazi elite, the dictator and the propaganda machine have but one aim: the moral and physical regimentation of men in order to accomplish the designs and will of the dictator. Librarians and educators have been too soft and too apathetic in their explanation and denunciation of this 20th century streamlined tyranny.

Librarians have within their control the literature and the information that can expose the hideousness of our enemy. It can be clearly stated that you have not utilized the weapons at your command. Now is the time for action; now is the time to redouble our efforts and let America know what we are fighting against. As stated previously, it is not sufficient to know only who our enemy is and what he stands for. This sort of negative will to action cannot bring victory. It may arouse us sufficiently to win the military victory. Yet let us remember, victory is more than the military defeat of the enemy. Victory is the building of a new and better world. The hope of total victory lies in the willingness of the people of democratic faith to unleash the power that is theirs, to dream new visions, to chart new plans of social organization, to dare to try new ideas and make the so-called impossible a living, practical reality. This is what we are fighting for.

Not only has our nation been on the defensive in a military sense but, more important, our leaders of public opinion and our democratic statesmen have been of a defensive mentality in the realm of political

organization and idealism. Such slogans as "Let us defend the American way of life; let us preserve democracy," display a military attitude of complacency and desire for the maintenance of the status quo. It is not enough to merely defend democracy or, as we say, "The American way of life." To defend it may be to lose it, to extend it is to strengthen it. Democracy is not property; it is an idea. Military victory on our part may not mean the preservation of this idea. It is entirely possible that the viciousness of Fascism may infect our lives until we have lost the faith of a free people. That is why in total war the military and economic aspects are not more important than the war of the spirit or the idea. We must recapture the audacious enthusiasm of democracy, a belief in the common man, a faith in ourselves and our God — these are the fundamentals of a free people. We must become so convinced of the essential soundness and truthfulness of the democratic idea that no amount of defeat, sacrifice, or suffering can weaken our conviction and loyalty to the principles on which we live or die.

We must be such devout adherents to the democratic philosophy that in the process of crushing the dragon of Fascism, we do not besmirch ourselves in the dragon's blood. This necessitates an understanding of the causes of the present war and the responsibilities for future world order that belongs to America. Here is a job that only librarians and educators can adequately perform. Planning for a future and better world will be of little use if we do not profit from our past experiences.

The hope of democratic government lies in the wisdom and virtue of the people. Surely if this century is to be the century of the common man, then the plain people, the little people, must be intellectually and morally equipped to make the right decisions. If America is to assume her proper place in a world needing rebuilding and redirection, this America must have the impelling force of public will to carry through. There can be no return to normalcy, no renunciation of our responsibility. We cannot repudiate a suffering humanity

twice in one generation and still profess to be democratic and Christian people. Either we recognize and practice the basic principles of our moral and political faith — the dignity of the individual, freedom of conscience, and the brotherhood of mankind, or we forfeit the privilege of freedom and the claim to decency.

Either we cast aside our political isolationism, or we must prepare for a more devastating conflict. Either we cast aside our indifference to the fate of other people, or these "other people" will threaten our own security. Librarians must provide the informational material to guarantee this new attitude. You must assume the responsibility of bringing to all Americans the news of the world in which we must live. Every community must learn of Russia, of China, of Africa, of all of the United Nations. If in wartime, under the pressure of patriotic zeal, we cannot learn to understand our allies, how can we hope to succeed in a postwar period? Today is the critical hour. How we fight this war, the attitudes formulated now, the political and economic programs of today, will determine to a great extent the future. Today is the time to make the idea of an international organization — the United Nations — a living reality. Now is the time to cement relationships between America, Russia, China, and India. This hope, this dream of all who wish for real peace, can only be possible if the people understand. America's future is not in the hands of a president or a general; the future of America is in the hands of Main street — the ordinary citizen. You, the librarians, the teachers, are in touch with the citizen. What he is, what he thinks, how he acts, is due in a great measure to his educational guidance.

You are in the business of education; the job of creating a positive political and moral rebirth is, in part, in your hands. This war needs you. Librarians are technicians; librarians are leaders in their communities; librarians must have the will to act and place first things first in a struggle that may ultimately determine the course of our civilization. You profess to believe in democracy; it is time that we observe our professions

with action. Democracy is a constant challenge; it requires the best of everyone. It cannot be bought in the market place; it cannot be merely legislated; its cost is measured in terms of "blood, sweat, and tears." It is a challenge for the future; it is not a status quo; it requires men of courage and men of boldness; it must be ever restless and desirous of new victories. While to many of us it seems extremely fragile, it is in reality amazingly strong. It lives only where men are willing to think and study, plan and achieve, sacrifice and give. Yes, it is the "rocky road," but its durability, its essential perfectability is unequalled.

I have been asked to make some positive suggestions for librarians in wartime:

1. You must have the will to action. Make your library a vital dynamic institution in the life of the community.
2. Do not let the normal arrangement of library facilities stand in the way of developing a war information center. A poster or a sign merely stating that the library is a war information center is not the conversion to wartime needs that the times demand. War plays no favorites; you are not exempt from getting into line and doing your part. The American Library Association, the Office of War Information, and other governmental agencies have requested that every library transform its facilities into an active war information center. Undoubtedly this will necessitate changes and additional work. Here again, I say, compare what you are doing with the sacrifices being made by the men of the armed forces of our country. Compare the little extra effort demanded from you with the sacrifice of the Russians before Stalingrad, of the Marines at the Solomon Islands. The world will have little sympathy with those who were unwilling to do their part.
3. You are being asked to organize your library into a war information center. This means bringing together in one place all books and pamphlets in the library dealing with any phase of the war. It is, of course, recognized that in larger metropolitan libraries this may not be possible, but even there,

additional emphasis should be placed upon related war materials. Surely there is no excuse for the smaller libraries not to coordinate and collect all war books into a systematic arrangement that will attract the attention of the public.

4. Librarians have much to learn in the art of publicity and display. You are not running a monastery or merely a depository and vault for precious documents. The material in your library represents the life of a nation. If it is not used, if it is dusty, if it is hidden in times like these, then your library is not in the war effort. America is busy; America is changing; America is fighting. Your library should be doing all of these things.

5. A war information center necessitates the use and preparation of bulletin boards. Yes, more than boards tacked to a wall with a few book covers as displayed items. You need a bulletin board that is attractive, that is changed in line of events, that is conspicuously located so as to demand attention. This, too, may upset some of our most established habits of organization but again let me remind you, this is war and you are in it.

6. Much has been said about librarians being leaders in their communities. Maybe we should have stated that librarians *should be* leaders. You should get into the Civilian Defense organization; you should make your presence so important that libraries will receive their proper recognition. Your efforts in civilian defense should be directed towards informing the responsible personnel of the material and literature available for them and the community at the war information center. Not only is it necessary to be in civilian defense activities but librarians

should be "joiners"; that is, get into the life of the community. Bring information about your war information center to the clubs, the schools, the churches, and other organizations of your city.

7. Just as an army needs new equipment, so does a library need new books. Wherever possible, every effort should be made to purchase new books of current interest. After having obtained the new literature, for goodness' sake, do not hide it under a bushel. Dramatize this material, display it, advertise it, and publicize the new merchandise which the public needs and wants.

8. Many of you may not have a large library staff, and if that be the case, bring your problems to the attention of the Library Division of the State Department of Education. If you are pressed for time and short of helpers, request assistance in the organization of your war information center from the Minnesota Work Projects Administration, War Services Section. It is equipped with trained technicians to be of assistance to you. Facilities have been established for the orderly distribution of vast quantities of war information material, all of which can be yours merely for the asking. Display cards, posters, outdoor signs, and all sorts of related war information publicity material is available by contacting either the Library Division or the WPA War Services Section.

In conclusion, let us hereby resolve that when the history of World War II has been written, historians will record that the libraries were prepared to do their part, that librarians were soldiers on the home front, soldiers in the war of ideas, soldiers in the struggle for freedom.





# Public Library Finance — The Trustee's Part

CARL VITZ

*Librarian, Minneapolis Public Library*

Whole books have been written on public library finance. Problems are many and vary greatly from state to state and with the size of the community and the library's form of organization. In this short presentation I must necessarily confine myself to only a few aspects, selecting those for which trustees have a major responsibility.

First, however, I would raise a basic question; namely, Are trustees necessary? Has the need for them passed? This question is not just a rhetorical one, raised but to be answered by an immediate, emphatic "No!" It is real, and being asked widely today in the field of public administration. Students of government question whether boards are still desirable in the administration of public parks, welfare departments, schools and other public activities; and library boards likewise are on the defensive.

Preponderant opinion amongst public administration specialists is against a multiplicity of boards. Though less strong against boards of education and library boards, even these are widely challenged as no longer useful or necessary. Their value in the pioneer period is granted. Then the initiative of local leaders was needed to bring libraries into being and to develop them into usefulness, before their purpose was fully recognized, their scope defined, their patterns of service established, and before trained leaders and administrators had been developed. Now, however, so runs the argument, since their place in local government has become definite and there is available professional leadership, equipped to meet and solve their administrative problems, the lay board ceases to have essential functions and, like the human appendix, whose usefulness also is past, frequently becomes a sore spot and source of danger.

Prevalent as is this view, in common with most librarians, I disagree emphatically, as far as public libraries are concerned. Belief that library boards continue to be of value is based on many years of experience in the cities of Washington, D. C., Cleveland, Toledo, and Minneapolis and on rather wide contacts with librarians and library trustees in connection with legislative, administrative and financial problems of public libraries.

But we must not pass the question lightly. The fact that it has arisen, and that it is being advanced so powerfully indicates that there must be trustee shortcomings. If library boards are failing in their proper functions and no longer fill a public need, then they are on their way out, following the general law of nature that the useless dies off and tends to disappear.

What are the functions of library boards that make their continued service desirable?

I will consider but two, both of first importance and both definitely related to the financial administration of libraries. First is the selection of a librarian. Usually this is the most important single decision made by library boards, though made at irregular and sometimes at long intervals. Boards often fail in this responsibility, yet no other expenditure of library money is of greater importance than that spent for the librarian's salary. The quality of the librarian to a very great degree determines the quality of service which a library provides as a result of its entire expenditure. Boards often give but little wise consideration to the selection of a librarian. Instead of choosing on a basis of education, training and proven ability, personal and political considerations prevail. On all levels of education the authorities exercise great care in selecting a football or basketball coach. In

their search for a "winning" coach, his previous record is carefully checked and little tendency to stint on salary is evident. Why should there not be a similar zeal to find a "winning" librarian. Certainly someone who can get "results" through books and build them into the character and the lives of all whom the library serves, should rate of equal importance.

The first financial responsibility, we repeat, for a library board is to hire a good manager for its library. Neglect this and almost certainly the community will get but a poor return on its tax dollars spent on the library.

A second financial responsibility is an adequate income for the library. This is an all-the-year responsibility; one constantly to be kept in mind by the board and its members. When libraries were in their beginnings, boards felt this obligation much more than they do now. Failure here is one of the reasons why boards are losing public approval.

What is an adequate income? No hard and fast rule for exact guidance can be cited. An income of a dollar per capita has been set by the American Library Association as a minimum amount for larger libraries, on which to give reasonably satisfactory minimum service. Communities which have been able to provide up to two dollars and three dollars per capita find that the returns from the larger income are more than justified. As libraries range smaller in size, the amount per capita should be larger to make the same quality of service possible. Certainly no board should feel satisfied and content when income is less than one dollar per person.

Another point of importance is the total budget available. This can be and usually is too small to provide adequate and full service. A study made some years ago in Wisconsin concluded that \$4000 was a minimum amount for an independent library. Inadequacy in budgets is at times offset partially by free space and other gifts. Too often this is at the expense of the librarian. In such cases if she is competent, the board should annually give her a vote of thanks

for an annual gift of \$500 to \$1000, the difference between the value of her services and what she is paid. To accept such services without recognizing them is a common form of being not quite honest.

Inadequate budgets are the greatest handicap in providing state-wide coverage by public libraries. Dr. C. B. Joeckel, our leading authority, considers \$25,000 as a minimum budget on which to provide that quality of book service which the public library can and should provide. Few residents of this country, except those in our larger cities or in certain county libraries, now enjoy the benefits of libraries large and varied enough to meet their needs.

Smaller budgets cannot provide an adequate and up-to-date supply of books and periodicals, nor the desirable diversified skill of competent librarians to work with adults, young people and children and in the selection, cataloging and servicing of these books. Just as, on the level of higher education, a single University of Minnesota benefits the whole state more than could 87 institutions with the same total income but located one to a county, so in the public library field fewer and larger libraries could furnish more and better service for all.

The present situation falls far short of this perhaps Utopian ideal. Even so, it is not desirable that present libraries be discontinued. Rather the effort should be to build them into larger groupings, conserving the real value of their present close relationships with their own communities, but enabling them both to give strength and to draw strength from a joining of efforts.

What are some of the possibilities for building to greater strength? First call upon the LIBRARY DIVISION for supplemental help. Its book collection exists to pick up where that of the smaller library leaves off. Its experienced staff can help in the solving of local problems. In return you and your community should help the LIBRARY DIVISION to secure adequate funds for books and staff that it may the better help all libraries in the state. A collection in St. Paul containing the unusual, little used and expen-

sive books can serve the state better than many times its cost spread over the many smaller libraries of the state, and make it possible for them to do more on the budgets they now have.

Cooperative plans between neighboring libraries can make present incomes more effective. There are possibilities in sharing costs of books, or of specialists in children's work or cataloging. Two libraries, each spending \$500 a year for books, inevitably will duplicate or fail to buy books, which cooperation in buying and inter-lending could obviate.

The service area often can be enlarged with an increase in income and better library for all should result. A public library is peculiarly an institution which increases in its ability to serve with increase in resources.

Using the county or even larger areas as a basis for support has for a long time been one of the most promising solutions. Too often, however, sectional and other jealousies interfere. It is the responsibility of those who believe in the public library, and that certainly should include all trustees, to bring opposing groups into harmony for the greater good.

The library board should not merely legislate wisely. It should also exercise library leadership. Only as members enlist general citizen support can efforts for adequate income and larger supporting areas be successful. The library trustee must always fulfill his time honored function of promoting the general welfare of the library. He must be its active and zealous promoter. As a citizen and as a trustee he can do this logically and well.

The trustee should consider himself as an advocate for the library. Too often he considers it his duty to save the taxpayer's dollar. This is a wrong conception. The taxpayer will speak for himself and there are other officials charged with the duty to

review the library board's request. The library budget has a right to its day in court and to a friendly pleader for its cause.

Space does not permit emphasizing all the important points in a library's fiscal policy. We do, however, wish to stress the importance of spending substantially the whole budget. The funds appropriated annually are for current maintenance and should be so used. Business men on the board often feel that a library should build up a reserve fund or a building fund. Such financing is sound in the private field but in the case of public finance it is not to be recommended. If reserves are built up, it should be from levies or appropriations in addition to those for current operation and maintenance. They should be safeguarded carefully — not always easy — against their use for regular operating expenditures or non-library purposes.

Much more might be said. We have mentioned only a few of the obligations and opportunities belonging to the library trustee. For those wishing to pursue the subject further a number of books are listed herewith.

#### BRIEF LIST FOR TRUSTEE READING

Hall, A. G. *The library trustee*. Chicago. A.L.A. 1937. \$2.35.

Joeckel, C. B., ed. *Current issues in library administration*. Chicago. University of Chicago, 1939. \$2.00.

Miles, Arnold, and Martin, Lowell. *Public administration and the library*. Chicago. University of Chicago, 1941. \$3.00.

Moshier, L. M., and LeFevre, H. S. *The small public library*. Chicago. A.L.A. 1942. \$1.50.

*Rural public library service*. Chicago. A.L.A. 1941. 10 pages. Single copy free.

Vitz, Carl, ed. *Current problems in public library finance*. Chicago. A.L.A. 1933. \$1.25.

# Librarian and Library Board Responsibilities

FRANCES M. KLUNE

*Librarian, Chisholm Public Library*

We are meeting in grave and significant days. In the midst of a global war with nation aligned against nation in a death struggle between freedom and slavery, these library meetings may seem unnecessary. Yet, I do not hold it so.

Indeed, librarians and trustees have a grave responsibility today; in this grim struggle it is not enough to have guns, tanks and airplanes. We need courage, ideas, faith, intelligence, and for all these, we need books.

We must face the fact that libraries have failed in their obligation in the past. Books could have prevented this war—for Hitler's evil intentions were exposed for all to read. Libraries failed to recognize their obligation to use books as weapons or tools in forging public opinion, and as librarians and trustees we must accept the responsibility for that failure. We must not fail in this, our second chance, for we may never again have another opportunity to make good.

## MUTUAL RESPONSIBILITIES

What, specifically, can we do to live up to the full measure of our grave responsibilities? As trustees and librarians our first concern is to see that our house is in order so that public libraries may fulfill their great purpose, which books alone can give. The very foundation of an efficient administration is the relationship between librarian and board of trustees<sup>1</sup> since the two parties form a partnership in which each is indispensable to the other.

My purpose this morning is to answer the question, "Where does the responsibility for

actual administration lie?" by outlining briefly the specific functions and duties of the board and librarian. A trustee's first obligation is to understand thoroughly his functions and responsibilities. It is as important for him to know what not to do as to have a clear conception of what to do in order to be a useful trustee.

A library is governed by a board of trustees. All legal responsibility is vested in the board, which is the legislative, policy-forming body of the library. Therefore the trustees are responsible to the community for adequate library service. The best way for a board to assure such service is to (1) set up broad policies, and (2) appoint a well trained, able librarian to execute these policies.

Just as in business, the executive officer will be a major investment and the salary paid will consume a large portion of the annual income. But with a capable leader in control, all expenditures will pay dividends. There is nothing more expensive for a library than an incompetent or unqualified librarian. Having chosen the best qualified librarian the budget will allow, what precisely should the board expect of its executive officer?

## THE LIBRARIAN'S RESPONSIBILITY

The librarian should bring to that office expert knowledge and special skill such as the board does not have, but too often presumes to have. He should be their professional adviser and as such should suggest policies and furnish the data needed for intelligent decisions by the board.

Broadly speaking, the librarian's chief function is to faithfully "carry out" the poli-

Given before the Trustees Section of the M. L. A., October 2, 1942.

<sup>1</sup>To clarify this relationship, Mr. E. W. MacDiarmid suggests that each board make an official and clear statement in writing of the librarian's and board's functions, and that it be faithfully practiced. (*A. L. A. Bulletin*, March '42.)



cies as approved by the library board. The board should have enough confidence in the librarian to give him a free hand in the internal management of the library without interference on its part.

The librarian should be responsible for efficient library service, and for the operation of the library within the conditions set up in the annual budget; for the proper management of the library and reading rooms; for the care and preservation of the books, and for all other library property; for the enforcement of rules and regulations; for accessioning, cataloging and classification; for assisting readers; attracting the public; maintaining public relations; publicity work and book displays; for the selection and purchase of books and supplies; for suggesting changes and improvement; for the accuracy of records; and money received from fines and other sources.

He should formulate a progressive long-range program for extending the use of books in the community, and for developing information and reference service so that the library may fulfill its true function—that of an educational agency. For making these recommendations, the librarian should be present at all board meetings except when his salary or status is under discussion. It is, unfortunately, all too common for boards to exclude the librarian from meetings or to dismiss him after hearing his reports.

How can the trustees expect to guide the library's interests intelligently, how can they evaluate library standards and requirements unless they have the advice and guidance of a professional expert? It is the trustee's obligation to promote the library's usefulness. He can't interpret the library's resources and facilities to Mr. and Mrs. Public, to say nothing of making intelligent decisions on library policies if he, himself, is not well-informed. Where else but at board meetings and from the librarian can the trustees get the necessary information? Where else but at board meetings can the librarian learn the board's reactions to proposed recommendations?

The board should at all times study the librarian's reports, watch results and bring comments, advice and criticism to the board meetings. The board should recognize the librarian as its executive officer and delegate to him all responsibility for staff administration, including qualifications of such assistants as may be needed, employment, dismissal, assignment of duties and supervision of the staff. He likewise should make recommendations for promotions and salary increases, to be approved by the board. He should have full authority to make transfers of personnel within the library. No administrator can be held responsible for the success or failure of an organization unless he can choose and place his staff as he sees best. Responsibility and authority must go hand in hand; they cannot be divorced.

The librarian should be the staff's representative and should always speak for his assistants. The individual trustees should never receive complaints or communications directly from members of the library staff. There is nothing more destructive to staff morale and to mutual confidence than for a trustee to confer with assistants about matters of internal management of the library without the knowledge and consent of the librarian.<sup>2</sup>

But this imposing list of responsibilities means absolutely nothing unless the board is willing to grant power and authority to the librarian. Both the trustees and the librarian should realize that the board is the supreme authority. A strong librarian is one to whom is given authority and responsibility and moral support.

It is not enough to appoint an efficient librarian; the trustee is duty bound to support a good librarian and to protect him not only by formal action, but also by constant personal encouragement and friendly counsel. The combination of a librarian and board working in complete harmony and agreement is unbeatable.

<sup>2</sup>Hall, A. G. *The Library Trustee*. A. L. A. 1937.



## LIBRARY BOARD'S RESPONSIBILITY

The burden of the board's responsibility and usefulness does not end with the appointment and support of a librarian. Its obvious responsibilities are to secure adequate funds to carry on the work satisfactorily, and to approve and check library expenditures.

It is the trustee's sacred duty to see that the public gets the best possible service their money can buy. It is the board's obligation, as well as the librarian's to make the library's services so well known that the community will instinctively turn to the library for information, courage and inspiration.

Too often boards have been incredibly tolerant of inefficient and ineffective library administration. They have failed to assume the duties and obligations of "trustees."

It is the obligation of the trustees to look critically at the library—to appraise its service and its organization. There is nothing like a survey to give a complete picture of the library's strengths and weaknesses. However, a survey will be of little benefit, if the board is not willing to accept the advice and guidance of competent agencies such as the A.L.A. and the LIBRARY DIVISION.

But whether or not the board has a survey made by competent authorities, it should regard as one of its primary obligations the task of studying regularly what the library is trying to accomplish, how well it is accomplishing its objectives, and what steps might be made to improve its attainments. Is it operating a "Model-T" library which is outmoded, inefficient in terms of modern performance, and incapable of meeting the special challenge of today? Or is it operating a library giving the fullest service to the community?

As the board of *directors*, it is responsible for the entire program and all the policies of the library, for all rules and regulations that govern its use. That responsibility is inescapable. Though it may delegate authority to the librarian, the board's responsibility

cannot be assigned. The board alone has the power to determine the policies of the library, guiding and controlling its progress. The board alone has the power to make rules and regulations. The board is the final authority on all library policies, which means that the policy forming function of the board is most important.

Established policies on library problems are as necessary to efficient library administration as a compass or a chart is to the captain of a ship. It saves time, money, energy, and very often ill-feelings, for the adopted policy frees the board from the danger of acting inconsistently and gives the librarian a principle on which to base recommendations.

Especially necessary is a set policy dealing with staff procedures for it will do more than anything else to insure efficient administration because all appointments will be based on qualifications, merit and fitness, and never on political, personal, social or other reasons which invariably ruin staff harmony and which, in turn, brings disaster to the community service. It is the *board's* responsibility, on the recommendation of the librarian, to establish certain policies regarding personnel procedures;<sup>3</sup> a classification scheme of positions and a salary schedule.<sup>4</sup> Given such a chart to go by, the board should expect the librarian to "carry out" these policies and principles.

The board does not *initiate* or *suggest* policies. The librarian does that, but it must sit in judgment on these suggestions and approve, modify, and occasionally reject these proposals. But after the board has adopted the policy, its execution rests entirely with the librarian since the board does not "manage" or "operate" or "run" the library.

It is the responsibility of the board of trustees to concern itself with *results*, and leave the method of achieving them to a competent librarian. Andrew Carnegie was fond of saying, "Find the proper man and having found him, give him a free hand."

<sup>3</sup>A manual of such procedures was worked out by A. L. A. called *A Suggested Plan for Organization and Personnel Procedure*—A. L. A. 1940.

<sup>4</sup>*Classification and Pay Plans* prepared by A. L. A. Board on Salaries, Staff and Tenure. A. L. A. 1939.

# Library Budgets

ALMA M. PENROSE

*Librarian, St. Cloud Public Library*

At first glance this may seem a dull subject. It is certainly a down-to-earth, bread-and-butter sort of subject, but one of perennial interest to those of us who are actually faced with the problem of getting a dollar's worth of library books and service for every dollar of the public's money intrusted to our care.

Although every library has some local conditions not just like those of every other library, which will affect its budget allocations, yet there are some general principles which have been worked out through experience, which we can use as a basis for our financial planning.

## LIBRARY REVENUES

As you know, the Minnesota state law provides a maximum levy of three mills for the smaller cities and towns. The A.L.A. has set up a minimum standard of \$1.00 per capita as an amount which it considers necessary so provide adequate library service. Your City Clerk can tell you the tax valuation of your town. A little exercise in multiplication will show you what a three mill tax on that valuation would amount to. You may be surprised to find that a three mill tax would not produce \$1.00 per capita. This is true in some towns. I think it is safe to say that at present none of us are exceeding our legal tax levies. Few of us are getting \$1.00 per capita, and those few are undoubtedly in towns having high tax valuations. However, this situation suggests the need of a change in our library tax laws.

## PURPOSE AND USE OF A BUDGET

Whether we get \$1.00, \$4.00, or 10c per capita, we know that we have just so much money to spend, that we must account for

every cent of it, and that it is up to us to make every dollar do its work. From the national government down to the humblest household, budgeting is acknowledged to be the only business-like way of managing money. When it is our own money, it is up to us whether we take the trouble to do it; but when we are spending other people's money, there is no escape from the obligation to budget it to the best possible advantage.

## TYPES OF BUDGETS

I believe it is a general rule for the library fund to be voted by the City Council or Commission in a lump sum, to be expended as the Board may authorize. The law is explicit as to the authority of the Board in expending library funds. The Council may not require the Board to submit a budget at all, or only a very simple one with few subdivisions. Even if that is the case, you will still need to make out a detailed budget for your own guidance, and you may find it very desirable to present this break-down to the City authorities in making your request for the coming year, if only to show them how many things a library has to spend its money for. The total amount requested should not then look unreasonably large to them, as it otherwise might.

On the other hand, you may sometimes find city officials who regard a budget as a thing of rigid compartments, not susceptible to alterations when once adopted. In such a situation, you would certainly wish to present your budget as a broad pattern with few subdivisions, in order to secure as much flexibility as possible. No one can foresee exactly what may happen during the year to make it desirable to save a little from one fund and add it to another, and it should be entirely possible and legitimate to do this.

Most librarians and Boards, I believe, prefer to regard their budgets as tentative patterns for the year's expenditures, prepared on the basis of as careful a forecast of needs as is possible in advance, and with allocations conforming as closely as possible to accepted standards of proportions, but not as laws of the Medes and Persians which may not be changed to take care of unforeseen conditions.

#### ITEMS AND PROPORTIONS OF A BUDGET

Library budgets are usually set up with three main divisions: (1) *Books*, including periodicals and binding; (2) *Overhead expense*, which may be subdivided into (a) Building Charges, and (b) Administrative and Miscellaneous Expenses; (3) *Salaries* (library staff only). To the first division, the A.L.A. standard allots 25 per cent of the total budget; to the second, 20 per cent, and to the third 55 per cent.

That is the broad pattern, but for a working budget, you will need to set up subdivisions under each of these and allot estimated amounts to each. After working with a budget for a few years you can make these estimates quite accurately on the basis of past expenditures and known future needs.

Of the 25 per cent allotted for books, periodicals and binding, the book fund proper should be allowed approximately 20 per cent. But there are many types of books to buy, and if we are to build up a well-rounded collection, this book fund should itself be budgeted. The usual practice is to divide it in the following manner; 30 per cent for fiction; 40 per cent for adult non-fiction and 30 per cent for children's books.

Binding will take perhaps 3 per cent of your funds, and is a real economy, providing good judgment is shown in selecting the type of binding and also in selecting the books which will justify rebinding.

Under "Building Charges" are included janitor service, light, heat, water, cleaning supplies and equipment, minor repairs, and insurance. Administrative expenses include

library supplies and publicity, postage, express and freight charges, telephone and some miscellaneous expenses.

Large expenditures such as new buildings or complete renovation of old ones, new furniture, etc., will require special appropriations from the city council. When these are not forthcoming, it may be possible to set up five-year plans and to plan budgets in the light of such a plan. Legitimate library moneys, however, should not be used for such items as new roof, new flooring or redecoration. The library building as city property becomes the Council's obligation when repairs are needed. Repairs to public buildings always come from the city's general fund.

Library supplies will take another 3 per cent of your fund. Good organization demands adequate supplies, of good quality, for processing and mending books, also stationery and general office supplies. These are getting higher in price these days. Economies can be made by checking small leaks and wastage of supplies, and by buying in quantity when possible, to secure better discounts.

The expenditures for personal service, in a library which is open 72 hours a week and employs several persons on its staff, may be expected to consume over half of the total appropriation. The same is true of schools, museums or other similar institutions. The library's critics sometimes object to this proportion, arguing that the library's main purpose is to provide reading matter and that its largest item of expense should be for books and periodicals. They forget that a library is not merely a collection of books but a service institution, that skilled service is necessary in processing books, in keeping the necessary records, and also in furnishing intelligent guidance to the resources of the library. On the other hand, for the very small library whose meager appropriation does not permit a well-developed library service, and which is open only a few hours each week, this proportion is undoubtedly too high.

## SOME SPECIAL PROBLEMS

What about balances? Shall a balance be carried over from one year to the next? This depends upon the provisions of your charter or the policy of your City Administration in regard to requiring all departments to operate on a cash basis. It may be necessary to carry over a sufficient balance to operate until the next tax returns become available—approximately the same amount each year. But this balance should not be considered part of the year's budget. It should be clearly understood that this money, used for current expenses at the beginning of the year, will be carried over again at the end of the year. The library should spend its allotment—otherwise the Council may think they allowed more than was needed—which of course is never the case! In some cities, any funds left over revert to the City. In such a case the Library should certainly be sure to leave no balance. On the other hand, some cities permit the building up of a special fund for a special purpose, on a "five year plan" basis, as suggested above.

If the Library is fortunate enough to receive special funds as bequests or cash gifts, how are such funds handled? This also depends upon the regulations and ordinances of the particular city. Some Boards bank gift funds separately and expend them as they wish, apart from city funds. For some reasons this is desirable. It permits earmarking of such funds for special purposes, with accountings of course in the library's

records but not in the city accounts as city expenditures on the library. However, the home rule charters in some cities decree that all cash must be deposited with the City Treasurer, in whose accounts of course it is entered as part of the general library fund. One can only hope, in such a case, that the City will not reduce its tax appropriations proportionately, thus nullifying the purpose of the gift.

To avoid this, it may be possible, in case of a cash gift for a definite purchase of books or equipment, to have the gift made in the form of the purchased articles—selected with the librarian's approval, rather than as cash.

However we make our budgets, there is no question but that we should all make them. We have no right to spend public funds in hit-or-miss fashion. While suggested proportions may necessarily be modified somewhat to fit local conditions, such yardsticks as that of the A.L.A. are helpful guides.

Those interested in more detailed breakdowns of library budgets and discussions of the various items, as referred to *Reasonable Budgets for Public Libraries*, by Howard Thomson, published by A.L.A. in 1925, and to the chapter on *The Library Budget* by Clarence Sherman, in the compilation by Mr. Carl Vitz, called *Current Problems in Public Library Finance*, published also by A.L.A. in 1933.

*Au Grand Serein*

(Excerpts from letters received by Library Division from patrons requesting books.)

Please send me:

- How green were my pastures?
- Mein Kampf—author unknown
- As the worm turns by Carroll
- Henry VIII by Elizabeth Essex
- Why we behave like human beings by Christopher Morley

- Paul Bunions story of forestry
- A million blind pigs—a book on cosmetics
- Hans Blinker on the Silver skates
- Burnett. Library life and the hell with it
- Taylor. Cape Cod misery
- Grims Fairy Tales
- Crowing of a king by Zweig



# MINNESOTA LIBRARY ASSOCIATION

## Fiftieth Annual Conference

MARION PHILLIPS

*Secretary-Treasurer, Minnesota Library Association*

The Fiftieth Annual Conference of the Minnesota Library Association was held at the Nicollet Hotel in Minneapolis, October 1-3, 1942.

### GENERAL SESSIONS

The first general session was called to order at 10 A.M., Thursday, by the President, Miss Eileen Thornton of Bemidji. Mr. Glen Wallace, President of the Minneapolis City Council, gave the address of welcome, acting on behalf of Mayor Kline who was ill.

Mr. Hubert H. Humphrey, Jr., Chief of the War Services Section of the WPA, then spoke on "War Information," discussing (1) What is the war about? and (2) What is the library's part in the prosecution of the war? He left everyone pondering his question—are librarians custodians of archives or are they people of action? A four-minute man for the Red Cross, Mr. Angus McQueen, expressed thanks for the gifts made to it by libraries and for sharing space for Red Cross activities. Dr. Ralph D. Casey, Director, School of Journalism, University of Minnesota, spoke on "The Problem of Combatting Axis Propaganda." He analyzed the infiltration of Nazi propaganda into most of the countries of the world, and the insidious techniques that are employed.

The second general session was called to order at 2 P.M., Thursday. Mr. Carl Vitz, Minneapolis Librarian and official representative of the A.L.A. to this meeting, greeted the convention on behalf of both organizations and invited out-of-town members to visit the Public Library. Miss Thornton then introduced Miss Ruth Tews of St. Paul, President of the Minnesota Association of

Hospital and Medical Librarians, who presented Mr. Raymond Amberg, Superintendent of the University of Minnesota Hospitals. Mr. Amberg spoke on "Patient's Libraries."

The annual business meeting followed. On motion, reading of the minutes was dispensed with, since printed copies had been distributed previously. The secretary reported that the Executive Board had met seven times. War emergencies have been reflected in these meetings; one session was given to discussion of the A.L.A. Post-Defense Planning Committee and its relation to our state association. Plans for an Institute for Rural Librarians had to be abandoned. A representative of the Minnesota Association of Hospital and Medical Librarians was invited to meet with the Council in order to promote closer relations between the two bodies. The manual on duties of committee members is in preparation and will be ready to send out when committees are appointed.

The Treasurer's report was read and accepted. This was preceded by an explanation that the report covered the period up to July 25, 1942, when Mr. Wheeler turned over the books upon his resignation from office. The next report will cover a period of 14 months. The report follows:

Balance carried forward Sept. 30, 1942.....\$ 842.12

### RECEIPTS

Membership dues .....	\$476.00
Exchange on checks .....	.15
Exhibits at St. Cloud meeting.....	240.00
Interest on savings account.....	5.00
St. Cloud convention receipts.....	684.45
Children's Memorial Library gifts .....	61.50



Trustee's Bulletin advertisement..	15.00
Total .....	\$1,482.10
Grand total.....	\$2,324.22

## DISBURSEMENTS

Convention expenses (St. Cloud, 1941)—	
Speakers .....	\$342.29
Arrangements .....	97.42
Luncheons and banquet .....	459.55
Total.....	\$899.26
President's allowance .....	50.00
Secretary-Treasurer's allowance..	100.00
Exhibit Committee chairman's allowance .....	25.00
Exhibit Committee's expenses....	1.50
A.L.A. Contributing membership .....	25.00
Stationery and supplies—	
Supplies .....	\$ 1.40
Stationery .....	38.50
Total.....	39.90
Postage .....	38.00
Telephone and telegraph.....	10.55
Exchange on checks and bank charges .....	13.12
Printing—	
Membership cards....	\$ 20.00
Proceedings of St. Cloud meeting.....	15.00
Membership directory covers.....	9.50
Membership statements .....	17.50
Total.....	62.00
Refund on membership .....	1.00
Planning committee postage.....	1.91
Junior Members Section—	
Peddler (3 issues)....	\$ 31.20
Postage and expenses .....	1.50
Total.....	32.70
Childrens and Young Peoples Section—	
Booklist .....	\$ 16.60
Convention expenses .....	2.14
Total.....	\$ 18.74
Trustees Section—	
Program for annual meeting .....	\$ 5.50
Trustee's Bulletin.....	28.15
Total.....	33.65
Total disbursements.....	\$1,352.33
Balance on hand.....	\$ 971.89
<i>Respectfully submitted,</i>	
JOSEPH T. WHEELER,	
Secretary-Treasurer.	

Miss Mildred Methven presented amendments to the Constitution and By-Laws necessitated by the requirements of the A.L.A. in regard to choosing representatives to the council. Upon motion the amendments were adopted.

The Library Planning Committee report was presented by the chairman, Miss Clara Baldwin, and the reports of the Sub-Committees on Standards, Miss Agatha Lindner, Chairman; and on Post-War Planning, Miss Alma Penrose, Chairman. Miss Lindner reported that since distribution of the preliminary statements in 1941 only minor changes have been made; that since other changes are dependent on action of several national committees which have not completed their work, it was impossible to make a complete report at this time; and that the committee recommends the further study and use of standards now in force in Minnesota libraries. Miss Penrose reported that the duties of her Committee were tentatively stated as follows: (1) to gather information about the building needs in Minnesota communities of over 8,000 population; (2) to list other projects essential for giving better library service together with an estimate of the number of workers necessary; and (3) to prepare a report including this information which may be placed on file with the National Resources Planning Board, the State Planning Board, and the A.L.A. All three of these objectives are being developed.

The Legislative Committee, Mrs. Rella E. Havens, Chairman, reported that this year has been an inactive one. The Committee recommends that although it is unwise to reintroduce a state aid bill at this time, there should be an effort made to have the libraries included as educational institutions together with the schools if there should be a reallocation of funds. It also recommends that the certification bill should not be reintroduced at this time; and that the Association go on record again in support of the book fund and personnel of the LIBRARY DIVISION.

The report of the Library Building Committee, Miss Perrie Jones, chairman, was read by the secretary. Owing to other mat-

ters of greater importance, the committee did not go on with its program as previously planned. With the co-operation of Roy C. Jones, Head of the School of Architecture, University of Minnesota, plans were completed for a library building for a small town. These may be borrowed for any future meeting of the committee.

Miss Ruth Rosholt presented the report of the Children's Memorial Library Committee of which she is chairman. During 1942 a radio program ran for 13 weeks jointly sponsored by the M.L.A. and the Minnesota Federation of Women's Clubs. There have been cash gifts of over \$60.00 as well as gifts of books.

A report on the Victory Book Campaign was made by its chairman, Miss Rosholt. Over 218,000 books is Minnesota's score to date, with more coming in daily.

The Publicity Committee, Miss Sarah Wallace, Chairman, reported that releases on the 50th Conference were sent to towns which had local residents on the program, but that the general coverage of the state was not attempted due to shortage of funds. Minneapolis papers were thoroughly covered, and there were three radio broadcasts: Mrs. Darragh Aldrich interviewed Miss Rosholt, Miss Murphy interviewed Mrs. Banning, and Mr. Hubert Humphrey spoke on the Library's Part in the War.

Miss Anna M. Heilmaier, Chairman, gave the report of the Committee on State Documents. This was confined almost entirely to a discussion of the need for the publication, now discontinued, the *Check List of Minnesota Public Documents*, and contained a statement of a petition drawn up by the Committee to be sent to the Commissioner of Administration of the State of Minnesota, urging that this publication be resumed and that appropriation be made to fill the gap since it last appeared. The Resolutions Committee was authorized to frame a resolution urging the resumption of this publication.

The Nominating Committee, Miss Jane Morey, Chairman, read the following nominations:

*President:* Miss Elizabeth Bond, Minneapolis Public Library

*First Vice-President and President Elect:* Mrs. Rella Havens, St. Paul Public Library

Miss Mildred Methven, Superintendent, Institution Libraries

*Second Vice-President:*

Miss Ruth Rorstad, High School Librarian, Worthington, Minn.

Mr. Wave L. Noggle, Junior College Library, Virginia, Minn.

*Secretary-Treasurer:* Miss Marion Phillips, Walker Branch, Minneapolis

Miss Morey suggested that a change be made in the By-Laws that requires two names to appear on the ballot for each office because of the difficulty of securing candidates. The secretary then read the report from the tellers that announced the following officers elected:

*President:* Miss Elizabeth Bond.

*First Vice-President:* Mrs. Rella Havens

*Second Vice-President:* Miss Ruth Rorstad

*Secretary-Treasurer:* Miss Marion Phillips

The President then announced the prize for the *Peddler's* publicity contest had been awarded to Mrs. Sara McIntyre of Lake City. The announcement was also made that the money usually spent for a convention reception and dance had instead been used for the purchase of a War Bond.

At the Third General Session, Thursday evening, Miss Elizabeth Bond, President-Elect, presided. This session was jointly sponsored by the M.L.A. and the University Library School Alumni Association. The speaker was Dr. Carl M. White, Librarian and Director of the University of Illinois Library School. He gave an interesting address on "Professional Education for Librarianship" with particular reference to the University of Illinois Library School Survey.

The banquet which commemorated the fiftieth anniversary of the founding of the Association was held Friday evening. Mr. Frank K. Walter, University librarian, pre-

sided. President Walter C. Coffey of the University brought greetings. Dean Theodore Blegen of the Graduate School made the address of the evening on the history of reading and the library movement in Minnesota. Miss Clara F. Baldwin and Miss Gratia A. Countryman were called on for reminiscences from their wealth of experience in the library field in the state.

The Fifth General Session was held on Saturday morning. Mrs. Catherine Daly, Chairman of the Registrations Committee, reported a total registration of 378.

The Resolutions Committee, Miss Alma Penrose, Chairman, introduced a number of resolutions which are on file in the permanent minutes of the meeting.

Mr. Ernest Johnson, Chairman of the Exhibits Committee, reported the sale of eleven exhibit spaces for \$130.00.

An invitation was read from the Saint Paul Association of Commerce inviting the Association to Saint Paul next year. The invitation was referred to the Executive Board.

### SECTION MEETINGS

*Junior Members Round Table* held a luncheon meeting Thursday noon. At the business meeting officers elected were: President, Miss Nathalie Krauch, Rochester; Secretary, Miss Ollie Ulvestad, Morris; Treasurer, Miss Mae Wiita, St. Cloud. This was followed with an interesting talk by Miss Dorothy Bennett, author of *Sold to the Ladies* and a member of the Minnesota University Press staff.

*Small Public Libraries Section* met on Friday morning, Mrs. W. H. McCart, Chairman, presiding. There was a brief business meeting and new officers elected: Chairman, Miss Frances Klune, Chisholm; Vice Chairman, Miss Gyla Caulfield, Albert Lea; Secretary, Miss Ollie Ulvestad, Morris; and Treasurer, Mrs. Edith Hegwer, Moorhead. Miss Alma Penrose of St. Cloud gave an excellent talk on "Library Budgets." Miss Margaret Ludenia and Miss Margaret Hannigan discussed libraries as war information

centers. Mr. H. J. Harmon, Supervisor of War Information, W.P.A., followed with a talk on "Building Effective Displays and Exhibits." He stressed every librarian's obligation to tell the good story of democracy. The report of the afternoon session held jointly with the Trustees' Section will be found under that heading.

*Trustees' Section*, Mrs. D. A. McKenzie, Crookston, presiding, met on Friday morning. The Chairman announced committee appointments, which were: "*Program Committee*: Chairman, Mrs. Emil Ahola, Virginia; Mrs. C. A. Nickolof, Hibbing; and Mrs. D. L. Grannis, South St. Paul. "*Nominating Committee*: Chairman, Mrs. J. P. Vaughan, Chisholm; Mrs. H. U. Cooper, Waseca; and Mrs. W. D. Willard, Mankato. During the year there have been two issues of *The Minnesota Trustee*. It is planned to issue four numbers next year. Officers for 1943 are: Chairman, Mrs. D. A. McKenzie, Crookston; Vice-Chairman, Rev. M. A. Ackermann, Mankato; Secretary-Treasurer, Mrs. Emil Ahola, Virginia. The panel program was conducted by Mrs. Ahola, and included the following:

"Public Library Finance," Mr. Carl Vitz, Minneapolis; "Community Relations," Mrs. T. E. Jones, Brainerd; "Librarian-Trustee Relationship," Miss Frances Klune, Chisholm Public Library; "Some Library Standards," Mrs. E. A. Silberstein, Duluth; and "The Trustees' Section," Mrs. D. A. McKenzie, Crookston. Mrs. Margaret Culkin Banning of Duluth was luncheon speaker.

In the joint session with the Small Public Libraries Section following the luncheon there was a symposium on "Rural Library Service" participated in by Mrs. D. A. McKenzie, Crookston, Mrs. Florence Powell Wellhausen, Mankato, and Miss Jane Morey, Duluth. Miss Mildred Bruder of the Chicago Public Library then spoke on "Public Relations," and the meeting ended with a talk by Mrs. C. A. Nickolof, Hibbing, on "Libraries and the War."

*Catalog Section*, Miss Ruth Rosholt, Chairman, met Friday morning. Miss Helen K. Starr, Hill Reference Library, gave a re-

port on the New Code and Miss Amy C. Moon, St. Paul Public Library, reported on the Cataloger's regional groups. Miss Jessie L. Arms, University Library, had an exhibit of the most recent cataloger's reference tools. Miss Esther Jerabek, Historical Society Library, read a paper on "The Economics in Cataloging." Officers for the coming year are: Miss Constance Humphrey, Hill Reference Library, Chairman; and Miss Beulah M. Larson, Duluth State Teachers College Library, Secretary. At the luncheon meeting Dr. Dora V. Smith of the University discussed the use of the catalog from the layman's point of view.

*Minnesota Association of Hospital and Medical Librarians*, Miss Ruth Tews of St. Paul, President, met in connection with the M.L.A. This close relationship between the two organizations is proving of mutual benefit. On Friday following a luncheon, Miss Nellie Gorgas, Superintendent of St. Barnabas Hospital, talked on "What the Hospital Library Does for the Hospital." Miss Ellen Proctor told the group about the writing of her new book, *Autumn Leaves*, which recently won the \$10,000 prize offered by *Red Book* and Dodd, Mead Company. New officers elected are: President, Miss Helen Pruitt, Oak Terrace; Secretary-Treasurer, Miss Marie Graeber, Minneapolis. The organization planned to continue the publication of the *Patient's Speaking*.

*Children's and Young People's Section* held its meeting on Saturday morning. Miss Ruth Cutler, Chairman, presided. The Sec-

tion voted to accept the Constitution and By-Laws that were presented by Miss Isabel Thouin, Chairman of the 1941 Constitution Committee. Officers elected are: Chairman, Miss Isabel Thouin, Hibbing; and Secretary-Treasurer, Miss Margaret Maguire, Minneapolis. Dr. Arnold Lowe of Westminster Presbyterian Church, Minneapolis, gave an address on the subject, "Responsibilities of Workers with Young People Today." This was followed by the report of the Book Evaluation Committee of which Miss Ingrid Pedersen was chairman. At the luncheon, Miss Jean Gardiner Smith, Librarian of the University High School, spoke of her adventures this past year in Washington, D. C.

*College Section*, Mr. Raymond H. Shove of the University Library, Chairman, met Saturday morning. The program took the form of round table discussions on topics varying from the paper read by Miss Blanche Moen of the University on "Important publications for War Information Centers" to contributions by those in attendance on "Discarding of books"; "Continuing education of the college library staff"; and "Allocation of professional and clerical work in a college library." The Statement of Objectives for Minnesota College Libraries, discussed at the 1941 meeting of the College Section, was unanimously accepted. The luncheon address was given by Dr. Carl M. White, Director of the University of Illinois Library. Father Stein of St. John's University was chosen chairman for the coming year.

### *New Libraries*

The Association Library of *Montgomery* has become a public library. The Council has levied \$450 for the library during the coming year.

*Farmington*, formerly an Association library has become a public library and will receive an annual appropriation from the village council for library purposes.

*Lamberton*, also an Association library, has become a public library supported by a one-mill tax which brings in \$150 annually.

*Nerstrand*, which was a traveling library station has now organized an Association Library which receives some small financial support from the village council.



# WAR INFORMATION SERVICE

## Development of Information Centers

Minnesota is second to none in bringing pertinent war information to Minnesota communities. At present there are more than 300 smoothly operating War Information Centers; the majority are in libraries, although many fine Centers are set up in schools, Civilian Defense offices, and village drugstores, and in one case, a tavern.

Libraries with their existing facilities are, of course, logical spots for War Information Centers. Not all librarians, however, at the outset of this program readily agreed to establish a War Information Center as a part of their library services, but now nearly everyone has enthusiastically made the conversion. I regret that all the requests that come to us from librarians for WPA personnel assistance, for displays, posters, outdoor signs, etc., cannot be filled.

It has been satisfying to watch the Minnesota War Information program develop at the community level. Libraries are not waiting for outside assistance. They are anticipating community needs and then filling them. Throughout the state hundreds of clever war displays have attracted a new clientele. Some librarians, because of limited space in the libraries, have set up striking displays in downtown store windows. Librarians are practicing what they preach by building their exhibits, bulletin boards, etc., from salvage materials. Do displays and exhibits help? "Yes," say librarians. "Our clientele and circulation have increased. People are becoming extremely interested in learning the facts and they are grateful to learn the things that they can do in their community to help win the war."

More than 100,000 copies of excellent pamphlets have been sent out from the LIBRARY DIVISION to Minnesota Centers. The central distributing unit has done a real job of obtaining quantities of the best in pamphlet materials.

The Centers have been instrumental in

no small way in helping local boys choose the branch of armed service for which they are best suited. Civilian Defense meetings, community forums are using the war information centers for a source of discussion material. Since the schools have opened, teachers and students have made extensive use of this up-to-date pamphlet material.

The up-to-date directory service which centers are giving communities fills a definite need. Centers should act as a clearing house for all inquiries on vocational training, Red Cross classes, consumer interest meetings, civilian defense members, etc. Perhaps not all librarians are offering this service, but others have gone way beyond as, for example, those who have on file names of volunteer harvesters, volunteer hostesses, etc. Librarians could perhaps make further use of volunteers to assist in the War Information program, as in each community a number of people are to be found who are waiting for an opportunity to lend their talents and skills to a worthwhile war effort.

Librarians are often discouraged that the public does not make greater use of books and pamphlets on hand. From a careful spot check on the use of War Information Centers for the months of August and September, the following figures should be noted:

<i>No. of visitors to Centers.....</i>	<i>119,250</i>
<i>No. of questions answered.....</i>	<i>43,635</i>
<i>No. of pamphlets circulated.....</i>	<i>64,579</i>
<i>No. of pamphlets read at Centers.....</i>	<i>51,809</i>

Surely librarians and all War Information Center attendants ought to be encouraged by this showing. The huge success of any program is nothing more than an accumulation of small successes. Those of us interested in this undertaking may be indeed gratified at the momentum gained in the past months in meeting a real home front need.—H. Joseph Harmon, State Supervisor, War Information.



# SALMAGUNDI

## Personnel

Eleanor Davis, Librarian of the Library Division since 1937 resigned August 31 to accept an appointment as head of Library Extension for the Wisconsin Library Commission. Her many Minnesota library friends will join with us in wishing her every success in her new appointment.

Agatha Lindner, Librarian of the International Falls Public Library since 1938, has been appointed to succeed Miss Davis.

Mae Dahl, for the past two years Librarian in charge of County Work for the Virginia Public Library, has been appointed to succeed Miss Lindner as Librarian of International Falls.

Elizabeth B. Hage of Des Moines, succeeds Miss Dahl at Virginia. Since June, 1939, Miss Hage had been Technical Supervisor of the Iowa WPA State Library Project.

Marie Knudson, former Bemidji librarian, was appointed to head up the Fergus Falls Public Library. She succeeds Miss McIntosh who resigned September 1.

Bertha Hager of the Owatonna library staff has been appointed Catalog Librarian of the Virginia Public Library.

William P. Tucker, formerly Washington State Librarian, has taken over the librarianship of the new Macalester College Library.

Alice M. Lewis, Minnesota '31, School Librarian for the past few years at Clovis, New Mexico, has been appointed Junior College-High School Librarian at Worthington.

Elenora Gralow, Librarian of the St. Mary's School, Faribault, has been appointed librarian of the Sauk Center Public Library.

Daisy Fischer, Illinois 1942, has been appointed Marshall Public Librarian. She succeeds Pearl Durst, who resigned in June.

Mrs. Frances Feley, Librarian of the Granite Falls Public Library since 1911, has resigned. Mrs. E. B. Whitney has been named her successor.

Dorothy Last, Librarian of Plymouth, Wisconsin, succeeds Nina Boyd as head of the Northside Branch, Virginia Public Library.

Natalie Krauch has been appointed Junior High School Librarian at Rochester, Minnesota. She was formerly school librarian at Buffalo.

Mrs. Evelyn Engstrom Belluz, a former worker, has returned to become Assistant Librarian of the International Falls Library.

Maxine Sperry, Librarian of the Minneapolis Public Library Bookmobile has resigned to accept a position with the Owatonna Public Library. Mrs. Alice Bius succeeds her as Bookmobile librarian.

Agnes Brown, who has been supervising the County Library Demonstration in Stearns County, has been appointed County Librarian by the St. Cloud Public Library Board. She will organize county-wide service when tax funds are made available the first of the year.

Florence D. Love, Librarian of the Buckingham Memorial Library, Faribault, since 1925, was married on Oct. 6 to Major Archer W. Bedell, Corps of Engineers, U. S. Army. Mrs. Bedell is well known in library circles having served as President of the M.L.A., 1940-41. She will resign her position as of December 1.

Mary A. Grivich, formerly of Mountain Iron and for the past two years Supervisor of Preparatory Processes for the County Demonstration Libraries, was married on October 3 to Lieutenant Michael E. Bozenich of the U. S. Army.

Jane S. Connolly, formerly on the staff of the New York Public Library, and more

recently employed by the War Department, has been appointed Assistant at the Reader's Aid Desk in the St. Paul Public Library.

Marion Kaul, a Library Assistant in the Buckham Memorial Library since 1930, and a resident of Faribault, has been appointed to succeed Miss Love as librarian.

### Victory Collections Continue

The Victory Book Campaign is to go on even though its original quota of 10,000,000 books was oversubscribed. The new demands for books are pressing. National campaign headquarters has recently received a request for 500,000 books for use in our overseas bases.

The men want modern popular fiction, current affairs, biographies, adventure and mystery stories, and technical books published since 1935.

Please ship books to the Franklin Ave. Branch Library, Franklin Ave. and 14th Ave. South. Funds are now in hand to pay outstanding state campaign bills, so please send in statements at once.—Ruth Rosholt, Director.

### Scholarship Award

The Katharine L. Sharp scholarship, which carries a stipend of \$300 and exemption from tuition, will be awarded by the faculty of the University of Illinois Library

School in March, 1943. Applicants must have had four years of academic study plus one year in Library Science, and superior scholarship records. They should present a reading knowledge of two modern foreign languages, one of which must be French or German. Application blanks may be secured from Dr. Carl M. White, Director of the School, upon request.

### Permanent Loans

The Library Division has available for permanent loan a large collection of foreign books in French, German, Swedish and Norwegian. There are no mimeographed check lists on hand to send to libraries for checking desired titles. Specific titles requested, however, will be sent if they are available in this collection.

The Division will also loan permanently its extra copies of *Gone with the Wind* and *Grapes of Wrath*. Loans of these and foreign language books will be made in order of requests received.

### Free to Schools

A few copies of *Minnesota, A State Guide*, are available for distribution to school libraries which do not now have a copy. The supply is very limited and requests will be filled by the Library Division in order of receipt until exhausted.

## Four More County Libraries

As we go to press word has reached us that in the November election, Lyon, Martin, and Watonwan counties voted favorably on the establishment of county library systems. One county, Redwood, voted negatively on the issue. In two counties provisional levies were made prior to the election which means that funds will be available early in 1943. In Kanabec county the Commissioners voluntarily levied a  $\frac{1}{4}$  mill and appointed a county library board, the first of its kind in the state.

This brings to seven the total number of county systems won since 1938.

# BOOKS AND PAMPHLETS

## War Information In Books

Compiled by AGATHA LINDNER

(Recent 1942 titles, supplementing previous lists in MINNESOTA LIBRARIES)

### The America You Defend

Davis and Lindley. *How war came*. Simon & Schuster, 2.50. American foreign policy from the fall of France to Pearl Harbor.

Hazlitt, Henry. *A new constitution now*. Whittlesey house, 2.50. Proposal for re-vamping constitutional government.

### Nations at War

Aldrich, James. *Signed with their honour*. Little, 2.50. Story of the R.A.F. in Egypt and Greece

Beattie, Edward. *Freely to pass*. Crowell, 3.00. Human picture of Europe at war.

\*Brown, Cecil. *From Suez to Singapore*. Random House, 3.50. Reports all the action with a fine dramatic effect.

Gallagher, O'Dowd. *Action in the East*. Doubleday, 2.50. First-hand view of major battles to date.

Huxley, Elspeth. *Atlantic ordeal*. Harper, 1.00. Englishwoman's heroism.

Laskier, Frank. *My name is Frank*. Norton, 1.00. 15 true stories told by a British merchant seaman.

Marsman, Jan. *I escaped from Hong Kong*. Reynal, 2.50. Vivid account of Japanese atrocities.

Myers, Bessy. *Captured*. Appleton-Century, 2.50. Spirited account of an English ambulance driver in France.

Scott, John. *Duel for Europe*. Houghton, 3.50. Duel between Stalin and Hitler.

\*Seghers, Anna. *Seventh cross*. Little, 2.50. Story of an escape from a Rhineland concentration camp.

Smith, Howard. *Last train from Berlin*. Knopf, 2.75. 3 years of life in Germany.

Trumbull, Robert. *The Raft*. Holt, 2.50. Survivors of a sinking at sea tell their story.

Whelan, Russell. *Flying tigers*. Viking, 2.50. The Organization and exploits of the corps.

\*White, W. L. *They were expendable*. Harcourt, 2.00. Heroic story of the Philippine campaign.

Ziff, William. *Coming battle of Germany*. Duell, 2.50. Suggestions for the extension of the war by the U. S.

### Armed Forces and Modern Warfare

\*Hargrove, Marion. *See here, Private Hargrove*. Holt, 2.00. Humorous, pithy account of army life.

Holman, Gordon. *Commando attack*. Putnam, 2.50. Details of Commando training and specific raids in Norway and France.

\*Johnston, Stanley. *Queen of the flat-tops*. Dutton, 3.00. Eyewitness record of the "Lexington's" part in the battle of the Coral Sea.

### Dangers to Democracy

\*Sayers and Kahm. *Sabotage*. Harpers, 2.50. The physical and psychological secret war against America.

### Home Life for Victory

Fowler, Bertram. *Food, a weapon for victory*. Little, 1.50. A play by which we can feed the world after the war.

\*Starred titles are recommended for first purchase.

**Towards Better Understanding**

Carroll, Wallace. *We're in this with Russia*. Houghton, 2.00. Unbiased and lucid reporting on Russia.

Diamant, Gertrude. *Days of Ofelia*. Houghton, 2.75. Life in a Mexican family.

Mitchell, Kate. *India without fable*. Knopf, 2.50. A challenging summary of the present day situation.

Potter, Jean. *Alaska under arms*. Macmillan, 2.00. Present situation in Alaska.

White, John. *Argentina*. Viking, 3.75. Political, social and economic history.

**After the War—What?**

\*Agar, Herbert. *A Time for greatness*. Little, 2.50. Understanding democracy as a foundation for post-war planning.

**War Information In Pamphlets**

Compiled by Marie D. Peck

**The America You Defend**

Safeguarding our civil liberties, by R. E. Cushman. (Public affairs pamphlets) 1940. 31p. Public affairs committee, 30 Rockefeller Plaza, N. Y. 10c.

**Nations at War**

American stake in the Pacific, by L. B. Shippee. 1942. 4p. Univ. of Minnesota press, Minneapolis. 10c.

China too is fighting a war to preserve a way of life, by Hu Shih. 1942. 8p. Social science foundation, Univ. of Denver, Denver, Colo. 5c.

Rise of Japan as a great power, by H. S. Quigley. 1942. 4p. Univ. of Minnesota press, Minneapolis. 10c.

United nations, by Henri Bonnet. 1942. 100p. World citizens assoc., 86 E. Randolph St., Chicago. 25c.

**Winning the War**

Can air power plus nerve blitz bring victory? By A. P. Seversky and others. (*Bulletin of America's town meeting of the air*) 1942. 23p. American education press, 400 S. Front St., Columbus, Ohio. 10c.

Inflation: What can we do about it? 1942. 16p. Consumers union of U. S., 17 Union square W., N. Y. 10c.

**Towards Better Understanding**

Places and people of the Pacific, by Dale and Walter Spearman. 1942. 42p. Univ. of North Carolina, Univ. extension library, Chapel Hill, N. C. 50c. (Study outline in 12 units)

**After the War—What?**

People's peace, by F. B. Boeckel. (*Leaflets on post-war problems*.) 1942. 12p. National council for the prevention of war, 1013 18th St. N. W., Wash., D. C. 10c.

# INDEX TO VOLUME 13

1940, 1941, 1942

- Adler, Betty, *Latin America: books for North American readers*, 123
- Adult education, 11
- Adult education through the small library (Yerxa), 232-235
- Close view of advisory service in a small library (Brubeck), 5-7
- Advertising, *see* Publicity
- Albert Lea public library, 41
- An experiment in public relations (Olson), 37-39
- American library association
- Committee members in Minnesota, 53, 176, 276
- Federal relations committee, 121-122
- Library publicity honor roll award, 343
- Meeting, 114
- Membership
- State, provincial and regional library associations (Orman), 335-337
- American library association. Council
- Libraries and the war, 264-265
- National defense and the library, 133-134
- Architecture and building
- International Falls erects new library, 22
- St. Cloud improves old building, 22-23
- Saint Paul, Skinner room, 24
- Arrowhead library club, 192
- Meetings, 86, 113, 214
- Association libraries
- Statistics
- 1939, 13, 14
- 1940, 143
- 1941, 274
- Audio-visual aids, *see* Visual aids
- Austin public library, 41
- Baker, Elsie, School division in action, 77-79
- Baldwin, Clara F., 21
- Minnesota library association, 1900-1942, 327-330
- Planning committee, 178
- Basic occupational plans, 88
- Belluz, Evelyn Engstrom, 372
- Bequests, *see* Gifts, legacies, etc.
- Bertelsen, Mrs. Harvey W., 180
- Beust, Nora, *Five hundred books for children*, 57
- Bibliographies, *see* Book lists
- Bius, Alice, 372
- Boards, *see* Trustees, boards, committees, etc.
- Bond, Elizabeth, 113, 344
- Magic carpet—20th century style, 40-42
- Book buying, *see* Order work
- Book lists, 55-56
- Antidotes to war books, 184-185
- Book selection, 165, 197-198
- Books on the world struggle, 183
- Children's books for first purchase, 309-313
- Medical information for the layman, 249-251
- Minnesota in print, 216-218
- Professional publications, 57-58, 152-153, 218-219
- Publicity, 56
- Recent biography, travel and fiction for the high school group, 89-90
- Recent books for every library, 280-283
- War information in books, 314-315, 345, 374-375
- Book of knowledge, 182
- Book of popular science, 182
- Book selection, 155, 197, 198
- Book collection (Zimmerman), 159
- Books, borrowers, staff, and the "entente cordiale" (Loehr), 80-81
- Building a useful book collection (Love), 166-169
- Principles of book selection for the small library (Penrose), 160-165
- Book week, 38
- 1941-215
- Bookmending
- Care and preservation of books (Madden), 172-173
- Books
- Postage rates, 215
- Books. Care
- Care and preservation of books (Madden), 172-173
- Books for children, *see* Children's literature
- Bottemiller, Avis, 344
- Boye, Mrs. Inger, Leisure time reading for children, 228-231
- Branch libraries and stations, 53
- Accent on children in the branches (Ostfold), 70-72
- Library goes to the people (Jones), 68-69
- Britannica junior, 149
- Brown, Agnes, 113, 372
- Brubeck, Viarda C., Close view of advisory service in a small library, 5-7
- Brunat, Alice, 113
- Book collection in the children's library, 292-295
- Budgets, 182
- Library budgets (Penrose), 363-365
- Public library finance—the trustee's part (Vitz), 357-359
- Buell, Myra W., 114
- Building America series, 151
- Buildings, *see* Architecture and building
- Caldecott award
- 1940, 215
- 1941, 344
- Care of books, *see* Books. Care
- Carey, Miriam E., 330
- Carleton college, 180
- Censorship, 21
- "The grapes of wrath", 3-4
- Certification, 21, 177
- Childcraft, 88, 149
- Children's librarians, 180, 289-290
- Children's libraries
- Administration of library service to children (McLaughlin), 288-291
- Minnesota
- Children's library service in Minnesota (Wheeler), 299-304
- Children's literature, 57, 58, 203-207
- Book collection in the children's library (Brunat), 292-295
- Desirable book (Terman and Lima), 297-298
- Undesirable book (Terman and Lima), 296-297
- Reference books, 294
- Selection
- Booklist, 293-294
- Children's memorial library, 113, 368
- Children's periodicals, 294
- Children's reading
- Desirable book (Terman and Lima), 297-298
- Leisure time reading for children (Boye), 228-231
- Undesirable book (Terman and Lima), 296-297
- Children's work
- Accent on children in the branches (Ostfold), 70-72
- Administration of library service to children (McLaughlin), 288-291
- Library work with children (Zimmerman), 287
- Chillstrom, Signe, 248
- Circulation, 134
- Citizens library committee, Albert Lea, 39
- College and university libraries
- An appraisal of teachers college libraries (Larson), 103-107
- College libraries in Minnesota (Zimmerman), 95
- Glance at Junior college libraries (Settelmayer), 108-110
- Liberal arts college libraries—an evaluation (Houkom), 99-102
- Some general thoughts on Minnesota college libraries (Walter), 96-98
- Statistics, 99-102, 111-112
- College of Saint Teresa. Library, 147
- Committee on conservation of cultural resources, 261, 277
- Compton's source materials, 151
- Connolly, Jane S., 372-373
- Cooperation, 132, 333-334
- Cooperation. Book buying, *see* Order work. Cooperation
- Countryman, Gratia A., Early history of the Minnesota library association, 1891-1900, 322-326
- County libraries, 51, 82-84, 195, 226-227
- Blue Earth county, 115, 213
- Canada, 195
- Kanabec county, 373
- Lyon county, 373
- Martin county, 373
- Statistics
- 1939, 13
- 1940, 142
- 1941, 273
- Stearns county, 265
- Waseca county, 115
- Watsonwan county, 373
- Courteau, Stella, 248
- Crosby, Marian, 344
- Dahl, Mae, 372
- Davis, Eleanor, 372
- Book lists, 56, 183, 184-185, 216-218, 280-283, 309-313, 345
- Books thru inter-library loan, 174-176
- Important book lists, 123
- Publicity aids, 55-56
- Dictionary of American history, 54, 87
- Discarding books, 10, 251
- Disposal of unneeded books in a public library (Shove), 208-211
- Obsolescent books (Zimmerman), 191-192
- Weeding the library, 196-207
- Displays, 46-47
- Division of library instruction, *see* Minnesota. University. Division of library instruction
- Durst, Pearl, 214
- Ecklund, Gladys, 24
- Editions, 165
- Education of adults, *see* Adult education
- Educator's index to free materials, 54, 88
- Eggleston, Elizabeth, 24
- Eveleth public library
- Publicity methods of a small city library (Norrid), 46-48
- Extension, *see* Library extension
- Extension text materials, 149
- "Fact-finders on the air," *see* Publicity. Radio. "Fact-finders"
- Federal aid for libraries
- Federal aid again before Congress, 11
- Feley, Frances, 372
- Fiction in libraries, 50, 167-168
- Finance, *see* Budgets
- Fines, 48
- Finnegan, Bernice, 214
- Publicity in a rural library, 49-50
- Fischer, Daisy, 372
- Five hundred books for children, Beust, 57
- "5-star books," *see* Publicity. Radio. "5-star books"



Folwell, William W., 322  
 Foreign policy association services, 58-59  
 Fort Snelling, 147  
 Free and inexpensive material, *see* Pamphlet lists  
 Gifts, legacies, etc.  
 Belgrade public library, 147  
 James J. Hill reference library, 279  
 Minneapolis public library, 86, 148, 213, 279  
 St. Paul public library, 52, 279  
 University of Minnesota library, 114  
 Gottry, Lucille, 86, 181, 245, 279  
 Government documents, *see* Government publications  
 Government publications, 200-201  
 State documents committee, 279  
 Gralow, Elenora, 372  
*Grapes of wrath*, Steinbeck, Editorial on, 3-4  
 Grivich, Mary, 113, 372  
 Hage, Elizabeth B., 372  
 Hager, Bertha, 372  
 Halgrim, Hazel  
 Message from the president of M. L. A., 20  
 Hannigan, Margaret, 214  
 Hansen, Dorothy, 181  
 Harmon H. Joseph, Development of information centers, 371  
 Harrison-Thomas-Fletcher bill, 11  
 Havens, Rella E., Minnesota library association. Forty-eighth annual conference, 117-122  
 Headline books, *see* Pamphlet lists.  
 Headline books  
 Hegwer, Edith, 86  
 Helland, Irene, 181  
 Herman W. Rietzke memorial fund, 52  
 Herrmann, Eleanor  
 Book lists, 89-90  
 First year in the Skinner memorial room, 64-67  
 Heyn, Grace Gresham, 248  
 Hospital librarians, Course for, 23, 148  
 Houkom, Alf, Liberal arts college libraries—an evaluation, 99-102  
 Hovde, Owind, 279  
 Howen, Dorothy, 148  
 Humphrey, Hubert H., Information the strength of democracy, 353-356  
*Industrial training for national defense*, 123  
*Informative classroom picture association*, 150  
*Instructor series of illustrated units*, 150  
 Interlibrary loans, 307  
 Books thru inter-library loan (Davis), 174-176  
 Inter-library cooperation (Zimmerman), 8-10  
 Inter-library loans in Minnesota (Vitz), 129-132  
 International Falls public library, 22  
 James H. Skinner memorial room, St. Paul public library, 24  
 First year in the Skinner memorial room (Herrmann), 64-67  
 James Terry White award, 1941, 215  
 Jensen, Ardis, 113  
 Johnson, Natalie, 279  
 Jones, Perrie  
 Library goes to the people, 68-69  
 New approaches to community service, 63  
 Junior college libraries  
 Glance at junior college libraries (Settelmayer), 108-110  
 Juvenile literature, *see* Children's literature  
 Klune, Frances M., 24  
 Librarian and library board responsibilities, 360-362  
 Knudson, Marie, 279, 372  
 Krauch, Natalie, 372  
 Lake region library club, 192  
*Lands and people*, 182  
 Larson, Beulah M., an appraisal of teachers college libraries, 103-107  
 Last, Dorothy, 372

*Latin America: books for North American readers*, 123  
 Laws, Library, *see* Library legislation  
 Lehmann, Jean, Library and the newspaper, 43-45  
 Lennartson, Merle, 181  
 Lewis, Alice M., 372  
 Librarians, 36  
 Libraries and state, *see* Federal aid for libraries; State aid for libraries  
 Library aids, *see* Book lists. Professional publications  
 Library and the public  
 An experiment in public relations (Olson), 37-39  
 Library courses, *see* Names of individual schools  
 Library division. State department of education, 343  
 Public library commission, 326  
 Library extension  
 Problems we face in extending rural library service (Sayre), 224-227  
 Library extension agency, *see* Library division. State dept. of education  
 "Library headlines," *see* Publicity. Radio. "Library headlines"  
 Library legislation, 21  
*Library notes and news*, *see* Minnesota libraries  
 Library schools, *see* Names of individual schools  
 Library service, 116  
 New approaches to community service (Jones), 63  
 Occupational guidance service (Sweeney), 73-76  
 Library training, *see* Training for librarianship  
 Lima, Margaret, *see* Terman, Lewis M., and Lima, Margaret, Desirable book; Undesirable book  
 Lindner, Agatha, 372  
 Book lists, 374-375  
 International Falls erects new library, 22  
 What a librarian expects from her board, 262-263  
 Loehr, Nancy, Books, borrowers, staff, and the "entente cordiale," 80-81  
 Lovaas, Mary, 86  
 Love, Florence D., 372  
 Building a useful book collection, 166-169  
 Message from the president of M. L. A., 144  
 Ludenia, Margaret, 86, 113  
 Lyon, Virginia, 148  
 McCart, Eunice, 181  
 Macdonald, Genevieve, 344  
 McEwen, Robert W., 24  
 McLaughlin, Isabel, Administration of library service to children, 288-291  
 Magazines, *see* Periodicals  
 Mankato public library, 41  
 Markley, Donna R. Music collection widely used, 278-279  
 Mending of books, *see* Bookmending  
 Minneapolis public library, 40, 42, 213  
 Minnesota. University. Division of library instruction  
 Hospital librarians course, 23, 148  
 Minnesota association of hospital, medical and institutional librarians, 117, 241, 370  
*Minnesota libraries*, 3  
*Library notes and news*, 327  
 Minnesota library association  
 "Great oaks from little acorns grow" (Zimmerman), 321  
 "Make no little plans . . ." (Wheeler), 331-334  
 Committees, 328-329, 331  
 Certification, 20  
 Children's memorial library, 368  
 Constitution revision, 20, 121, 144, 239  
 Exhibits, 20, 144, 275  
 Hospitality, 145, 275  
 Legislative, 20, 144, 238, 275, 367  
 Library building, 144, 275, 367-368

Library planning, 20, 21, 119-120, 144, 178, 238, 275, 367  
 Local arrangements, 144, 275  
 Membership, 20, 145  
 Nominating, 145, 276, 368  
 Public relations, 145, 178, 239, 275  
 Publicity, 20, 144, 275, 368  
 Radio, 40  
 Registration, 145, 240, 276  
 Reservations, 276  
 Resolutions, 145, 240, 276  
 State documents, 276, 279, 368  
 Constitution, 327  
 Executive board, 119, 238  
 Finances, 332  
 History  
 Early history of the Minnesota library association 1891-1900 (Countryman), 322-326  
 Minnesota library association, 1900-1942 (Baldwin), 327-330  
 Meetings, 323, 329-330  
 1940, 117-122  
 1940, Tentative program, 85  
 1941, 236-242  
 1941, Tentative program, 212  
 1942 (50th annual) 235, 338, 351, 366-370  
 1942, Tentative program, 339  
 Membership, 177, 240, 323, 331-332  
 President's message, 20, 144  
 Programs, 324-325  
 Report on activities (Wheeler), 177  
 Sections, 117, 327-328  
 Catalog, 20, 117, 145, 242, 369-370  
 Children's and young people's, 52, 117, 145, 242, 370  
 College, 20, 145, 242, 370  
 Hospital and institutional librarians, 20  
 Junior members, 20, 21, 24, 52, 120, 145, 240, 369  
 Reference, 20, 117, 120-121  
 School libraries, 20, 52  
 Small public libraries, 20, 120, 145, 241, 369  
 Trustees, 120, 127, 145, 223, 240, 327, 369  
 Treasurer's report  
 1940, 119  
 1941, 236-237  
 1942, 366-367  
 Minnesota library notes and news, *see* Minnesota libraries  
 Minnesota public library commission, 326  
*Modern wonder book*, 88  
 Mohrhart, C. M., *Industrial training for national defense*, 123  
 Moore, Margaret, 214  
 Moorhead public library, 41  
 Mowat, Angus, "Dead, but not yet taken away," 193-195  
 Music and the library  
 Music collection widely used (Markley), 278-279  
 Nelson, Ione, 344  
 Nelson, Mildred A., 214  
*New standard encyclopedia*, 88  
 New York. State university. State education department. Division of adult education and library extension, Weeding the library, 196-207  
 Newbery award  
 1940, 215  
 1941, 344  
 Newspapers, *see* Publicity. Newspapers.  
 Nicholsons, Margaret, 181.  
 Norrid, Vivian G., Publicity methods of a small city library, 46-48  
 Occupational guidance, *see* Vocational guidance  
*Occupational monographs*, 87  
*Occupational outlines*, 88  
*Occupational reprints and abstracts*, 88  
 Olson, Gladys, 214  
 Olson, Leona, 86  
 An experiment in public relations, 37-39  
 Once in Minnesota, *see* Publicity. Radio. Once in Minnesota

- Order work  
Books, borrowers, staff, and the "entente cordiale" (Loehr), 80-81  
Cooperation  
Inter-library cooperation (Zimmerman), 8-10  
Ostfold, Mildred, Accent on children in the branches, 70-72  
Owatonna public library  
Music collection widely used (Markley), 278-279  
Pamphlet lists, 91, 153-155  
Current pamphlets, 283  
Headline books, 58-59  
Minnesota material, 185  
Miscellaneous, 25-27, 185-187  
War information in pamphlets, 346-347, 375  
World affairs series, 59  
Pamphlets  
Pamphlets in the book collection (Peck), 170-171  
Peck, Marie D.  
Inter-library loans, 307  
Pamphlet lists, 153-155, 185-187, 283, 346-347, 375  
Pamphlets in the book collection, 170-171  
Penrose, Alma M.  
Library budgets, 363-365  
Principles of book selection for the small library, 160-165  
St. Cloud improves old building, 22-23  
Periodicals, 202  
Person, Elsie, 214  
Personnel  
Books, borrowers, staff, and the "entente cordiale" (Loehr), 80-81  
Statistics, 260  
Survey, 24, 52  
Minnesota library personnel (Stritman), 256-261  
Pfau, Eleanor, 279  
Phillips, Marion, 338, 344  
Minnesota library association, Fiftieth annual conference, 366-370  
Phonograph records  
Music collection widely used (Markley), 278-279  
Pickert, Mrs. L. L., 214  
Postage rates on books, *see* Books. Postage rates  
Powell, Florence, 214  
Professional publications, *see* Book lists. Professional publications  
Provincial library associations  
State, provincial and regional library associations (Orman), 335-337  
Pruitt, Helen, 148  
Public documents, *see* Government publications  
Public libraries  
Canada  
"Dead, but not yet taken away" (Mowat), 193-195  
New  
Farmington, 370  
Fosston, 114  
Lamberton, 370  
Montgomery, 370  
Slayton, 114  
Waseca, 51  
Statistics  
1939, 13-19  
1940, 135-141  
1941, 266-272  
Work with schools, 71-72  
School division in action (Baker), 77-79  
Publicity, 45  
An experiment in public relations (Olson), 37-39  
Library publicity—reasons and general management (Ward), 32-36  
Magic carpet—20th century style (Bond), 40-42  
Publicity aids (Davis), 55-56  
Publicity and the library (Zimmerman), 31  
Publicity in a rural library (Finnegan), 49-50  
Publicity methods in a small city library (Norrid), 46-48  
Newspapers, 245-246  
Library and the newspaper (Lehmann), 43-45  
Radio, 24, 38, 246  
"Fact-finders," 40, 42  
"5-star books," 41  
"Library headlines," 40-41, 42  
Magic carpet—20th century style (Bond), 40-42  
Once in Minnesota, 52, 113  
Radio, *see* Publicity. Radio  
Range library trustees association  
Meetings, 114, 213-214, 308  
Rare books, 202-203, 209-211  
Readers' advisory service, 4, 74  
Adult education through the small library (Yerxa), 232-235  
Close view of advisory service in a small library (Brubeck), 5-7  
Readers' aids, *see* Readers' advisory service  
Readers' digest program service, 52  
Regional libraries, 21  
Regional library associations, 192  
State, provincial and regional library associations (Orman), 335-337  
Rietzke, Clara, 52  
Roemer, Lucille R., 113  
Rood, Adelaide, 308  
Rosholt, Ruth, Victory book campaign report, 306  
Rural library service  
Problems we face in extending rural library service (Sayre), 224-227  
St. Cloud public library, 22-23, 24, 41  
St. Olaf college  
New library building, 181  
St. Paul institute. Science museum reference branch, 53  
St. Paul public library, 24, 41, 52, 53  
Hayden Heights station, 68  
School division  
School division in action (Baker), 77-79  
Salaries  
Minnesota library personnel (Stritman), 256-261  
Sauk Centre public library  
Publicity in a rural library (Finnegan), 49-50  
Sayre, Mrs. Raymond, Problems we face in extending rural library service, 224-227  
Schafer, Lyda M., 279  
Schmalz, Irma K., 86  
Foreign policy association services, 58-59  
Pamphlet lists, 25-27, 58-59, 91  
School librarians  
Minnesota library personnel (Stritman), 256-261  
Schumacher, Mildred, 148  
Science research associates publications, 87-88  
Series, 205-207  
Settelmayer, John C., 24  
Glance at junior college libraries, 108-110  
Shove, Raymond H., Disposal of unneeded books in a public library, 208-211  
Skinner, Mary Ann, 248  
Skinner room, *see* James H. Skinner memorial room, St. Paul public library  
Small libraries  
Close view of advisory service in a small library (Brubeck), 5-7  
Publicity in a rural library (Finnegan), 49-50  
Publicity methods of a small city library (Norrid), 46-48  
Social problems visualized, 151  
Southern Minnesota library association, 192  
Meetings, 86  
Sperry, Maxine, 372  
Staff, *see* Personnel  
State aid for libraries, 21  
State documents, *see* Government publications  
State library agency, *see* Library division. State dept. of education  
State library associations  
State, provincial and regional library associations (Orman), 335-337  
Statistics  
Glance at 1939 statistics (Zimmerman), 12  
1940 statistics (Zimmerman), 127-128  
Association libraries  
1939, 13, 14  
1940, 143  
1941, 274  
Children's libraries  
Minnesota, 302-303  
County libraries  
1939, 13  
1940, 142  
1941, 273  
Personnel, 260  
Public libraries  
1939, 13-19  
1940, 135-142  
1941, 266-272  
WPA statewide library project, 51  
Steinbeck, John, *Grapes of wrath*, 3-4  
Stritman, Harry, 214, 344  
Minnesota library personnel, 256-261  
Subscription books, 54, 87, 149, 182  
Basic occupational plans, 88  
Book of knowledge, 182  
Book of popular science, 182  
Britannica junior, 149  
Building America series, 151  
Childcraft, 88, 149  
Compton's source materials, 151  
Dictionary of American history, 54, 87  
Educator's index to free materials, 54, 88  
Extensive text materials, 149-150  
Informative classroom picture association, 150  
Instructor series of illustrated units, 150  
Lands and people, 182  
Modern wonder book, 88  
New standard encyclopedia, 88  
Occupational monographs, 87  
Occupational outlines, 88  
Occupational reprints and abstracts, 88  
Science research associate publications, 87-88  
Social problems visualized, 151  
Visualized curriculum series, 150-151  
Vocational guide, 88  
Vocational trends, 87  
Webster's universities unabridged dictionary, 182  
Sweeney, Mary A., Occupational guidance service, 73-76  
Swensen, Imogene, 214  
Teachers college libraries  
An appraisal of teachers college libraries (Larson), 103-107  
Terman, Lewis M., and Lima, Margaret  
Desirable book, 297-298  
Undesirable book, 296-297  
Thonin, Marjorie, 344  
Thornton, Eileen, Library's obligation, 255  
Todd, Marie A., 148  
Training for librarianship, 242  
Minnesota library personnel (Stritman), 256-261  
Traveling libraries, 325  
Trustees, boards, committees, etc.  
Librarian and library board responsibilities (Klune), 360-362  
Public library finance—the trustee's part (Vitz), 357-359  
What a librarian expects from her board (Lindner), 262-263  
Tucker, William P., 372  
Twin city library club  
Meetings, 53, 148, 180, 308  
Union catalogs, 334  
University libraries, *see* College and university libraries  
University of Minnesota, *see* Minnesota. University  
Vacations  
Minnesota library personnel (Stritman), 256-261

Vance, John, 24  
 Victory book campaign, 277-278,  
 306, 343, 368, 373  
 Visual aids, 122  
   Illustrated teaching materials,  
   150-151  
 Visualized curriculum series, 150-  
 151  
 Vitz, Carl  
   Interlibrary loans in Minnesota,  
   129-132  
   Public library finance—the trus-  
   tee's part, 357-359  
 Vocational guidance  
   Occupational guidance service  
   (Sweeney), 73-76  
*Vocational guide*, 88  
*Vocational trends*, 87  
 WPA statewide library project, 45,  
 51, 82-84, 115-116, 215, 243-247  
   Benton county, 146  
   Blue Earth county, 82, 213, 244  
   Freeborn county, 82-83, 244  
   Goodhue county, 146, 179  
   Kanabec county, 146  
   Lyon county, 146  
   Martin county, 146  
   Mower county, 83, 146, 179, 244  
   Nobles county, 146  
   Publicity, 245-246  
   Redwood county, 146  
   Rice county, 116, 244  
   Statistics, 247  
   Stearns county, 116, 146, 244, 265  
   Waseca county, 83, 244  
   Watsonwan county, 146

WPA war information service, 305  
   Development of information  
   centers (Harmon), 371  
   Organization, 340-342  
 Walter, Frank K., Some general  
 thoughts on Minnesota college  
 libraries, 96-98  
 War and the library, 98, 107, 178,  
 295, 319-320, 334, 352  
   Information the strength of  
   democracy (Humphrey), 353-  
   356  
   Libraries and the war (Ameri-  
   can library association. Coun-  
   cil), 264-265  
   Library's obligation (Thorn-  
   ton), 255  
   National defense and the library  
   (American library associa-  
   tion. Council), 133-134  
 War information centers, 308, 340,  
 342  
   Information the strength of  
   democracy (Humphrey), 353-  
   356  
 Ward, Gilbert O., Library publicity  
   —reasons and general manage-  
   ment, 32-36  
*Webster's universities unabridged*  
*dictionary*, 182  
 Weeding, *see* Discarding books  
 Wheeler, Joseph T., 344  
   "Make no little plans . . .", 331-  
   334

Minnesota library association,  
   Forty-ninth annual conference,  
   236-242  
   Report on activities of M. L. A.,  
   177  
 Wheeler, Sara H., Children's library  
 service in Minnesota, 299-304  
 Williams, J. Fletcher, 322, 323  
 World affairs pamphlets, *see* Pamph-  
 let lists. World affairs series  
 World war, 1939-  
   Book lists, 280-281, 314-315, 345,  
   374-375  
   Pamphlet lists, 346-347, 375  
 Yerxa, Katharine, Adult education  
 through the small library, 232-  
 235  
 Young people's work  
   First year in the Skinner  
   memorial room (Herrmann),  
   64-67  
 Zimmerman, Lee F., 21  
   Book collection, 159  
   College libraries in Minnesota, 95  
   Glance at 1939 statistics, 12  
   "The grapes of wrath," 3-4  
   "Great oaks from little acorns  
   grow," 321  
   Inter-library cooperation, 8-10  
   Library trustee section, 127  
   Library trustees program, 223  
   Library work with children, 287  
   1940 statistics, 127-128  
   Obsolescent books, 191-192  
   Publicity and the library, 31  
   Regional library associations, 192

**See That Your High School Library  
Achieves Systematic Growth  
By Using**

# **a Basic Book Collection for High Schools**

COMPILED BY A JOINT COMMITTEE OF THE

- ★ AMERICAN LIBRARY ASSOCIATION
- ★ NATIONAL EDUCATION ASSOCIATION
- ★ NATIONAL COUNCIL OF TEACHERS OF ENGLISH

★ 1500 carefully selected titles provide an essential check list for librarians, teachers, parents, and students. Prepared by experts familiar with every book and the situations in which they are useful either to meet curriculum needs or for individual reading interests.

★ Prepared in 1942, this new list is intended to help young people understand and meet the problems of the times. Careful annotations evaluate and compare the usefulness of each book. Includes subject headings and complete buying information.

★ *Classified arrangement—Subject index—193p. 1942. \$2.*

**AMERICAN LIBRARY ASSOCIATION ★ CHICAGO**

